

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DIRECTOR of COMMUNITY MENTAL HEALTH SERVICES**

Jurisdictional Class: **Non-Competitive**
Date Adopted: **June 1973**
Date Revised: **9/1/99; 8/2/00 (Spec. Req.); 2/26/02 (KSA's)**
Jurisdictions: **County**
Union Status: **Exempt**
Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: The Director reports to the Board of Supervisors; serves as the chief executive officer of the local governmental agency responsible for Community Mental Hygiene Services; exercises general direction in the planning, coordination and operation of the mental health, alcohol/substance abuse and mental retardation services provided within the community; makes recommendations to the Community Services Board towards attaining a comprehensive continuum of Behavioral Health care in the local community. Supervises subordinate professional, administrative, para-professional and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Directs community mental health hygiene services including appointment of DCS designees to carry out emergency admissions to hospitals;
Oversees treatment of patients in services and facilities operated by the mental health department;
Plans, organizes and supervises psychiatric rehabilitation services;
Coordinates mental health services with other authorized public health agencies and groups;
Disseminates information to the community in promoting awareness, access, and use of mental hygiene services;
Prepares an annual report of the programs under his direction, including a fiscal accounting;
Conducts studies related to the promotion of mental hygiene services or the prevention of psychiatric disorders;
May, on appointment of the Commissioner of Mental Hygiene, serve as a member of a regional mental health advisory committee;
Makes staffing and budgeting recommendations to the Board of Supervisors and Community Services Board for immediate and long-range programming;
Encourages the development and expansion of preventive, rehabilitative, and treatment programs in the fields of mental health, alcohol/substance abuse, and mental retardation, including the establishment of facilities for these purposes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the modern theory and practice of psychiatry; a thorough knowledge of basic psychiatric sciences, community psychiatry, medical and social psychology, psychopathology, psychotherapy, and the function and pertinent pathology of the nervous system; the ability to develop, organize and supervise the short-range and long-range plans for the provisions of mental health, alcohol/substance abuse, and mental retardation services in a specific geographic area; the ability to plan, organize, and supervise services designed to prevent psychiatric disabilities and to promote care, treatment and training appropriate for this purpose; ability to establish a cooperative work relationship with the Community Services Board and the Board of Supervisors; ability to effectively

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Reviewed By: n/a
Last Reallocated: n/a

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communicate, supervise and give direction to department employees; knowledge of current administrative practices in the community mental health field.

MINIMUM QUALIFICATIONS:

- (A) Current license to practice medicine in NYS and deemed board certified or board eligible in psychiatry, neurology, pediatrics; **OR**
 - (1) Current license by the NYS Education Dept. to practice as a psychologist; **OR**
 - (2) Master's degree in social work and current license as a certified social worker by the NYS Education Dept.; **OR**
 - (3) Master's degree in psychiatric mental health nursing and current license by the NYS Education Dept. as a registered nurse; **OR**
 - (4) Master's degree in rehabilitation counseling, psychology, social work, public health administration, public administration, hospital administration, human services administration, business administration or equivalent degrees as determined by a curriculum reviewed and approved by the NYS Education Dept.; **AND**
- (B) Five (5) years of progressively responsible clinical and/or administrative experience in a governmental, private, not-for-profit or proprietary program providing services for people who have a diagnosis of mental illness, mental retardation, developmental disability, alcoholism or substance abuse. At least two (2) of the five (5) years shall include functioning in an administrative capacity for the management of a program in which the candidate was responsible for the overall direction and control of an identifiable organizational unit or program. Such experience shall be specifically related to the powers and duties of the director of community services in accordance with section 102.7, Mental Hygiene Law.

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbent will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.